

**MINUTES
TOWN OF FORT MILL
HISTORIC REVIEW BOARD MEETING
September 13, 2016
Town Hall, 112 Confederate Street
4:30 PM**

Present: Chip Heemsoth, Carolyn Blair, Melissa White, Jonathan Mauney, Nik Radovanovic, Planning Director Joe Cronin

Absent: Chairman Louis Roman, Dan Dodd

Guests: Noré Winter (Winter & Co.)

Acting Chairman Heemsoth called the meeting to order at 4:39 PM.

HISTORIC DISTRICT DESIGN GUIDELINES

Planning Director Cronin thanked members of the board for taking time out of their regularly scheduled meeting to participate in a special training session on the new Historic District Design Guidelines Manual. Planning Director Cronin stated that council had given first reading approval to an ordinance adopting the new design guidelines on September 12th, with second (and final) reading scheduled for September 26th. Planning Director Cronin then introduced Noré Winter, the principal of Winter & Co., which assisted the town with development of the new design guidelines manual.

Mr. Winter then conducted a training session, with the stated intent of informing board members on the proper way to administer and apply the new Historic District Design Guidelines. Mr. Winter outlined the multi-step approach for reviewing and evaluating applications based on the draft manual:

- Introduction: Determine which chapters of the manual apply to the request (Track)
- Step 1: Determine the architectural style and historic significance of the building
- Step 2: Determine the building's integrity and key architectural features
- Step 3: Determine the building's program requirements (including use)
- Step 4: Review and evaluate the proposed treatment strategy
 - Step 4A: Determine the location of the proposed treatments
 - Step 4B: Determine the style of the proposed treatments

Mr. Winter also reviewed several examples of where the guidelines have been successfully applied, and walked members of the board through multiple hypothetical situations to illustrate how the guidelines should be used.

Acting Chairman Heemsoth and members of the Board thanked Mr. Winter for his assistance and expertise during the development of the design guidelines manual.

Planning Director Cronin stated that council was pleased with the final document, and thanked members of the Historic Review Board for their time and effort in completing the design guidelines project.

There being no further business, Acting Chairman Heemsoth asked for a motion to adjourn. Mrs. Blair made a motion to adjourn, with a second by Mr. Mauney. The motion was approved, and the meeting was adjourned at 6:03 PM.

Respectfully submitted,

Joe Cronin
Planning Director